



DIRECTORATE OF DISTANCE EDUCATION
UNIVERSITY OF JAMMU

Admission Notice

Applications on prescribed format are invited from eligible candidates for admission to the B.Ed. programme through Distance mode for the academic session 2009-11.

Eligibility : Candidates fulfilling the following three conditions shall be eligible to seek admission in the B.Ed programme:

(i). Who have passed Bachelor's Degree Examination in the Faculty of Arts, Science, Social sciences, Commerce, Medicine, Veterinary Science and Forestry conducted by the University of Jammu or an examination from any other University recognized as equivalent thereto.

(ii). Who are serving as full time teachers in recognized School (Primary, Secondary, Higher Secondary levels) within the territorial jurisdiction of the University of Jammu.

(iii). Who have minimum of 2 years teaching experience at the time of submission of application form for admission.

The detailed information about the admission process shall be available on the website: www.distanceeducationju.in.

The application form can be downloaded from the above Website on an A-4 size paper. The filled in form accompanied with a demand draft of Rs.350/- (non-refundable) by all the candidates and Rs.250/- (non-refundable) by the blind and permanently disabled candidates drawn in favour of Director, Directorate of Distance Education, University of Jammu payable at Jammu along with attested photocopies of certificates/degrees of all the qualifying examinations must be sent to the Asstt. Registrar (Academic), Directorate of Distance Education, Room No. 17, University of Jammu, Jammu by Registered Post/Speed Post Only, to reach on or before the last date(s) specified as under :-

- 1) Availability of application form on University website w.e.f 23.11.2009
- 2) Submission of application form without late fee upto 07.12.2009
- 3) Submission of application form with late fee of Rs. 120/- upto :14.12.2009
- 4) Submission of application form with late fee of Rs. 230/- upto :21.12.2009

Admission Process : Admission shall be made through Counseling on the basis of merit. The Counselling schedule shall be notified separately. No separate invitation for Counseling shall be sent individually to the candidates. The candidates have to be present personally at the time of counseling.

IMPORTANT NOTES :

1. **NCTE Act is not applicable to the state of Jammu and Kashmir.**
2. **No document/certificate shall be accepted after the submission of application form.**
3. **Under-process State Subject Certificate/Category Certificate shall not be accepted**
4. **Application Forms by hand/Courier services shall not be accepted.**
5. **University will not be responsible for any postal delay and forms received after the last date(s) shall in no case, be accepted.**
6. **Handbook of information shall be provided to the candidates at the time of counseling without any charges.**
7. **The University/ Directorate has not authorized any person/agency to conduct admission on its behalf. Anybody found indulging in such malpractice shall be liable to be dealt with under law.**

No.: DDE/09/SPA/939

Dated : 22.11..2009

Sd/-
Dr. Meenakshi Kilam
Director

(for office use only)

(for office use only)

DIRECTORATE OF DISTANCE EDUCATION
UNIVERSITY OF JAMMU, JAMMU
APPLICATION FORM FOR ADMISSION TO THE B.Ed PROGRAMME, Session 2009-11
(To be filled in by the Candidate Only)

For office use only

Signatures of the Admission Committee Members

Status: Eligible _____ Not Eligible _____

1.

2.

3.

4.

SPACE FOR ATTESTED PHOTOGRAPH

Bank Draft No. _____ Name of the Bank _____

Amount of Draft Rs. _____ Date of Issue _____ Place of Issue _____

Note: Please Tick the relevant

- (i). Do you belong to J&K State : Yes ___ No ___
(ii). Are you at present employed in a school falling within the territorial jurisdiction of University of Jammu. : Yes ___ No ___
(iii). Do you have a minimum of 2 years experience of teaching in a school falling within the territorial jurisdiction of University of Jammu. : Yes ___ No ___
(iv). Have you been deputed by the govt. of J&K to pursue this programme. : Yes ___ No ___
(v). Have you passed your graduation degree under 10+2+3 pattern : Yes ___ No ___
(vi). In case you have passed graduation degree under a pattern other than 10+2+3, have you passed a bridge course : Yes ___ No ___
(vii) Total marks obtained in graduate degree _____ out of maximum marks _____
(viii) Total marks obtained in Post graduate degree _____ out of maximum marks _____

Name (in Capital Letters)

Grid for name entry

(Leave one space to indicate different parts of the name)

Father's Name (in capital letters)

Grid for father's name entry

(Leave one space to indicate different parts of the name)

Address for Correspondence: _____

Pin _____

Permanent Address: _____

Pin _____

Phone _____ Mobile No. _____ (For receiving information from DDE through SMS)

Sex : Male ___ Female ___

Date of Birth : Date Month Year

Pl. specify the category you belong to :

- 1. General : _____ 2. Scheduled Caste (SC) : _____
3. Defence Service Personnel and their wards/ Ex-servicemen and their wards : _____ 4. Areas adjoining the Actual Line of Control (ALC) : _____
5. Scheduled Tribes : _____ (Gujjar, bakarwal, Gaddi, Balti, Sippi etc) 6. Backward Area including Leh /Kargil : _____
7. Weak and under privileged classes as notified in SRO by the state of J&K : _____

(Signature of the Applicant)

Name of the Examination	Name of the University/ Institution	Roll No.	Registration No.	Session/ Year	Maximum Marks	Total Marks Obtained	% age of Marks obtained	Division
Matriculation								
10+2								

B.A/B.Sc/ B.Com(Part-I)								
B.A/B.Sc/ B.Com(Part-II)								
B.A/B.Sc/ B.Com(Part-III)								
Total Marks								

M.A/M.Sc/ M.Com								
M.Phil								
Ph.D								

Certificates:

Attach two attested photocopies of all the certificates and degrees of the examinations passed, a copy of the Migration Certificate (if applicable) an attested copy of state subject and category certificate (if you belong to J&K State).

Encl. (Certificates Attached) :

1. Matriculation Yes _____ No _____
2. 10+2 Yes _____ No _____
3. Bachelor’s Degree Yes _____ No _____
4. Bridge Course Yes _____ No _____
5. Post Graduate Degree Yes _____ No _____
6. M.Phil Yes _____ No _____
7. Ph.D Yes _____ No _____
8. State Subject Yes _____ No _____
9. Category Certificate Yes _____ No _____
10. Migration Certificate Yes _____ No _____
11. Provisional Certificate of the last qualifying examination in original Yes _____ No _____
12. Affidavit Yes _____ No _____
13. School recognition order* Yes _____ No _____
14. Teaching experience certificate on the prescribed proforma** Yes _____ No _____
15. (Any other), please specify
 - a) _____
 - b) _____
 - c) _____

I solemnly declare that

all information given by me in this application form is complete and correct. I further declare that all documents attached with my application form are genuine. In the event of this being found otherwise, my candidature shall stand automatically cancelled besides any other action can be taken against me for my criminal or civil liability.

Signature of the Applicant

* Copy of the School recognition order issued by the Govt./Director School Education for the period the candidate worked in the Institution and the latest school recognition order i.e. the year in which the candidate is applying for admission.

** Teaching Experience Certificate duly signed by the Principal/Headmaster/Headmistress of the school concerned on the proforma prescribed in the application form which should be got countersigned by the Zonal Education Officer/Chief Education Officer or any other competent equivalent education officer, without which the teaching experience certificate will not be considered.

Note :

- a). Under-process State Subject Certificate/Category Certificate shall not be accepted .
- b). The Application Form alongwith requisite attested photocopies of certificates/degrees of all the qualifying examinations must be sent to the Asstt. Registrar (Academic), Directorate of Distance Education, Room No. 17, University of Jammu, Jammu by

Registered

Post/Speed Post Only.

- c). Application Form by hand/Courier services shall not be accepted.

**SERVICE CERTIFICATE FROM THE INSTITUTION/SCHOOL IN WHICH THE CANDIDATE IS
PRESENTLY EMPLOYED**

I hereby certify that Mr/Miss/Mrs _____ S/o, D/o, W/o _____

is working as a full time regular paid teacher w.e.f _____ to _____ in _____
(date, month, year) (date, month, year)

(name and address of the school)

which is recognized by the govt. vide order no. _____ dated _____

and falls under the jurisdiction of _____,
(Name of the Education. Block) (District)

School/ Institution Seal
Date of issue

Signature of the Headmaster/Headmistress
Principal with stamp

Date _____

Signature of ZEO/CEO or Equivalent Education
Officer with Stamp

Note:-

- a. Service Certificate with overwriting/mutilation shall be rejected outrightly.

SERVICE CERTIFICATE FROM THE INSTITUTION/SCHOOL IN WHICH THE CANDIDATE WAS PREVIOUSLY EMPLOYED

I hereby certify that Mr/Miss/Mrs _____ S/o, D/o, W/o _____

was working as a full time regular paid teacher w.e.f _____ to _____ in _____
(date, month, year) (date, month, year)

(name and address of the school)

which was/ is recognized by the govt. vide order no. _____ dated _____

and falls under the jurisdiction of _____ , _____
(Name of the Education. Block) (District)

School/ Institution Seal
Date of issue

Signature of the Headmaster/Headmistress
Principal with stamp

Date _____

Signature of ZEO/CEO or Equivalent Education
Officer with Stamp

Note:-

- a. Service Certificate with overwriting/mutilation shall be rejected outrightly.

SERVICE CERTIFICATE OF CANDIDATES WHO ARE DEFENCE PERSONNEL

I hereby certify that Sh/Smt _____ S/o, D/o, _____ Rank No.

_____ is serving as an Educational Instructor in the Army Education Core/ Air Force/ Navy/ Para-
military Forces in _____, (Name/No. of the unit) which falls in _____, w.e.f
(District)

_____ to _____.
(date, month, year) (date, month, year)

Date _____

Signature & Stamp of the CO
of the unit.

Date:

Signature & Stamp of the Commander

Place:

Note:-

- a. Service Certificate with overwriting/mutilation shall be rejected outrightly.
- b. Only those candidates shall be eligible who are working in a unit falling within the territorial jurisdiction of the University of Jammu.

UNIVERSITY OF JAMMU

Application for an Eligibility Certificate

(The Statutes Governing grant of Eligibility Certificate are given overleaf)

- *1. Name of the applicant (Capital Letters).....
 2. Father's Name
 3. Permanent Home Address.....
 4. Present Address.....
 - **5. The Examination on the basis of which admission is sought :
 Name of the Exam.....Year of passing.....
 Roll No.University/Board/Other Body.....

 6. Name of the College/Postgraduate Deptt. to which admission is sought.....
 7. Class to which admission is sought.....
 8. Fee for eligibility certificate paid under Bank draft/University receipt No.....
 Dated.....for
 Rs.....
 9. Name of the Institute (If any attended after passing the examination shown in Item 5.....
 Class.....from.....to.....(Mention the exact date)
 10. Name of the University/Board/Body to which the Institution mentioned at item 9 is affiliated.....

 11. Subject he/she had taken up at Institution mentioned at Item 9.....

- (A certificate of attendance from the head of Institution mentioned at Item 9 should be attached with the application).
12. Reason for migration (A certificate from the concerned authority in support of the reason stated should be attached with the application).

Signature of the Applicant
College/Department

* The spelling of the Names must correspond to the Matriculation Certificate.

** The migration Certificate in original be attached with application.

*** This certificate is to be given only in the case of applicants who are unable to produce migration and qualification certificate.

**TO BE FILLED IN BY THE REGISTRY
REPORT OF THE ACCOUNT SECTION**

Fee of Rs.....Received vide receipt No.....Dated.....

Accountant

REPORT OF THE REGISTRATION SECTION

The application is/not in order.

The applicant is/not eligible for admission under Statutes.....

Pages.....of the Hand book 200.....Syndicate Resole

.....Dated.....

Asstt. Incharge

Head Asstt.

Asstt./Dy. Registrar

Registrar

The certificate may/shall not be issued under Statutes regarding grant of eligibility of certificate.

A student from another University or a board of Secondary, Higher Secondary or Intermediate examination or any other statutory examining body, seeking admission to the University or College shall apply to the Registrar on the prescribed form through the Principal of the College or Head of the Deptt. to which he/she is seeking admission for a certificate of eligibility, shall at the same time pay a fee of Rs. 320/- one half of which may be refunded if no such certificate can be issued by the University because of any reason whatsoever. All such applications shall be accompanied by the qualification and migration Certificate from the University or the Board, he/she intends to leave. No student from another University or Board, shall be admitted to any institution or department maintained by or affiliated to the University except on production of a certificate of eligibility in the following form signed by the Registrar.

CERTIFICATE OF ELIGIBILITY

Certified that.....having passed/failed in the.....

Examination of the.....in the year.....not having attended

.....year class of(University).....

upto.....is eligible for admission to the.....

class in the University.

Provided, however, that the Principal of the College or the Head of the Deptt. concerned may admit a student provisionally at the candidate's risk & responsibility on production of provisional qualification certificate in original and payment of the prescribed fee for the issue of eligibility certificate & submission of the application on the prescribed form. Such provisional admission shall entitle a student to join at his/her own risk and on condition that he/she obtain a final certificate of eligibility before the close of the academic year in which the student is provisionally admitted. An undertaking in writing to this effect shall be obtained from the applicant in the following form duly attested by a magistrate or an oath commissioner.

1. **Duration**

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B.Ed. Programme offered through the Directorate of Distance Education is of two year duration.

2. **Medium**

(i.) **Medium of Instruction :** The medium of instruction in all the subjects shall be English except in case of Hindi, Urdu and Punjabi where it will be the language concerned.

(ii) **Medium of Examination :** The medium of examination shall be Hindi and English except in case of teaching subjects i.e. Urdu, Hindi & Punjabi. The candidate has to give his/her option of medium of examination at the time of filling in the admission and examination form. Option once exercised will not be changed.

3. **Eligibility Criteria**

Admission to the B.Ed. course through Distance Education Mode shall be open to the candidates :-

- (i) Who have passed Bachelor's Degree Examination in the Faculty of Arts, Science, Social Sciences, Commerce, Agriculture, Faculty of Music and Fine Arts, Engineering, Medicine, Veterinary Science and Forestry conducted by the University of Jammu or an examination from any other University recognized as equivalent thereto–
- (ii) Who are serving as full time teachers in recognized school (Primary Secondary, Higher Secondary levels) within the territorial jurisdiction of the University of Jammu.
- (iii) Who have minimum of 2 years teaching experience at the time of submission of application form for admission.

4. **Criteria for Determination of Merit :** Admission shall be made on the basis of academic merit of the candidate to be determined out of 100 points in the following manner :

- a) In the case of candidates having passed B.A./B.Sc./B.Com. examination under 10+1+3 or 10+2+2 pattern of Education; 80 points
- b) In the case of candidates having passed B.A./B.Sc/B.Com. under 10+2+3/10+2+2 with bridge course/ 10+1+3 with Bridge Course; 90 points
- c) In the case of candidates having passed M.A./M.Sc/M.Com after Bachelor's Degree as mentioned at (a) or (b) above. 10 points

Note : (i) The weightage of Post Graduation shall only be given if the candidate has completed M.A./M.Sc./M.Com.

(ii) Aggregate marks obtained by a candidate in the examinations mentioned at a, b & c above, as the case may be, shall be reduced to the base of the number of points mentioned against each.

Illustration : If a candidate has obtained 400 marks out of 550 marks, he will have secured 58.18 points out of 80 points (as per formula $[400/550] \times 80 = 58.18$), likewise 65.45 out of 90 points and 7.27 out of 10 points.

Credit for Master's Degree examination shall be given to a candidate in one subject only to his best advantage.

Note : *Inter-se* order of priority for admission, of the students who have equal merit in terms of the above criteria shall be determined on the basis of higher percentage of marks in the matriculation examination or any other examination recognised as equivalent thereto.

5. Guidelines for Filling Application Forms

1. The admission form must be filled in by the candidate in his/her own handwriting. The name in the admission form should be filled in BLOCK LETTERS and should be the same as given in the certificate of the last examination passed.
2. Candidates shall affix recent passport size photograph on the space provided for the purpose in the admission form.
3. Subjects opted for the Programme should be carefully filled in the relevant column of the admission form and examination form. **Subjects option once exercised by the candidate and approved by the Directorate shall not be allowed to change subsequently. Subjects must be chosen as per combinations given in Annexure (I) of the Brochure.**
4. Postal address for correspondence must be filled in legibly in the application form as well as in the address sheets enclosed with prospects. **The Directorate shall not be responsible for non-delivery of registered letters or other letters containing important instructions, roll number slips etc., to the students on account of incorrect address or postal lapses.**
5. Fee and other dues are to be paid through **Bank Draft** drawn in favour of the **Director, Directorate of Distance Education, University of Jammu payable at Jammu. Remittance of fee through money order, Cheque or the cash will not be accepted. The Directorate shall have no liability for any fee remitted through any mode other than the one prescribed above.**

6. Checklist of Documents

1. Two attested photocopies of Bachelor's Degree.
2. If the applicant holds a Master's degree, two attested photocopies of Master's degree's.
3. Category certificate for applicants seeking admission under reserved categories.
4. Copy of the School recognition order issued by the Govt./Director School Education for the period the candidate worked in the Institution and the latest school recognition order i.e. the year in which the candidate is applying for admission
5. Two attested photocopies of certificate of matriculation or an equivalent examination.
6. Two attested photo copies of the marks cards of all the examinations passed by the candidate from matriculation onwards.
7. Migration certificate in original for students who have passed last qualifying examination from a University other than University of Jammu. No candidate shall be granted admission without migration certificate.
8. Recent character certificate issued by a Gazetted Officer.
9. Teaching Experience Certificate duly signed by the Principal/Headmaster/Headmistress of the school concerned on the proforma prescribed in the application form which should be got countersigned by the Zonal Education Officer/Chief Education Officer or any other competent equivalent education officer, without which the teaching experience certificate will not be considered.

7. Admission Procedure

Admission shall be made through Counselling on the basis of selected forms on the spot admission. The Counselling schedule shall be notified separately. No separate invitation for Counseling shall be sent individually to the candidates. The candidates have to be present personally at the time of Counselling.

Enrolment Card/Identity Card

Each student will be provided with an Enrolment Card from the DDE, at the time of admission. The students are advised to keep the Enrolment Card in safe custody till the completion of the course. The Enrolment Card will be required for attending Personal Contact Programme, Writing Class Tests, Submitting Assignments, Practicum Work, receiving the Self Learning Material, and for all important academic activities (receiving Roll No. Slip) during the course.

Library Card

Library card shall be issued to a candidate against a deposit of Rs.300/- which is refundable to borrow books from the library of the directorate.

8. Total Seats & Reserved Seats

The number of seats in the B.Ed. course in a given academic session shall be 500.

Note : No seat has been reserved for the Non-local candidates. However, if any seat remains vacant, the Directorate may admit candidates from Non-local applicants with special permission of the Vice-Chancellor.

The distribution of seats for admission shall be as under :-

- (a) **100 seats shall be reserved for the Government Deputies;**
- (b) Out of the remaining seats, 80% of seats shall be filled in from the open merit list of the candidates and 20% of seats shall be filled in from the reserved categories as per Statute 12 on the basis of merit in their respective category to be determined in accordance with the Statute 11.

Note : In case the number of Govt. deputies is less than the number of seats available, the unfilled seats shall be filled from the eligible candidates of the open merit list.

Break-up of 20% seats reserved for different categories as referred to in Statute 6 shall be as under :-

- | | | |
|--------|--|----|
| i) | Scheduled Castes | 8% |
| ii) | Defence Service Personnel including Ex-servicemen and their children who are permanent residents of the State and have had a satisfactory service record. | 2% |
| iii) | Candidates belonging to the Areas adjoining the Actual Line of Control | 2% |
| iv) a) | Candidates belonging to Backward area including Scheduled Tribes of Leh and Kargil (atleast one Seat in a Course/Programme of study will be provided out of this category for candidates belonging to Leh/Kargil). | 3% |
| | b) Candidates belonging to Scheduled Tribes (Gujjar, Bakerwal, Gaddi and Sippi). | 3% |
| v) | Candidates belonging to the following weak and under-privileged classes :— | 2% |
| a) | Village Potters | |
| b) | Bhangies, Khakrobs (Sweepers) | |
| c) | Village Barbers | |
| d) | Bhands | |
| e) | Mirasis | |
| f) | Madaries/Bazigars | |
| g) | Jheewars | |
| h) | Telies (rural only) | |
| i) | Graties | |

Note :

1. For determining the number of seats under any reserved category mentioned in Statute 12, fraction of less than one half shall be ignored and fraction of one half and more shall be treated as one. The benefit of fraction shall be given to each category separately even if it means an over all marginal increase in seats.
2. In the event of number of seats available in the Directorate being such that representation to all reserved categories is not possible, the University will still provide atleast one seat to each reserved category even if it means marginal increase in number of seats.
13. The Vice-Chancellor shall be empowered to use his discretion, to authorize admission of either one totally blind or one orthopaedically handicapped student. Only such orthopaedically handicapped students shall be considered for admission under the discretionary power who suffer disability of 45% or more.

Note :

1. Admission granted to students under discretionary power of the Vice-Chancellor shall be considered supernumerary seat to the normal number of seats sanctioned for the B.Ed. course through Distance Education mode.
2. Certificate of an orthopaedic handicap or blindness will be considered only if it is issued by the Head of the Department of Orthopaedic or the Head of Department of Ophthalmology of a recognised medical Institution, as the case may be.
3. The Vice-Chancellor may, if he so desires, seek the advice of a Committee to be appointed by him.

9. About the Programme

Components of the programme : The programme comprises of two components i.e. Theory courses and Practice of Teaching.

Theory Courses

Core Courses — There are four compulsory core courses in the programme.

Paper-I	Education in Emerging Indian Society
Paper-II	Psychology of Teaching-Learning Process
Paper-III	School Management and Pedagogics of Education
Paper-IV	Development of Educational System in India
Paper-V	Any one of the following specializations :-
	(A) Guidance and Counselling
	(B) Educational Measurement and Evaluation
	(C) Educational Administration
	(D) Health and Physical Education

Paper- VI and VII

Methodology of Teaching any two school subjects from the following groups, the students shall have to opt any two subjects selecting not more than one from each of the groups.

Group-I	Teaching of English/Hindi/Urdu/Punjabi
Group-II	Teaching of Social Studies (History/Civics/Economics/Geography)
	Teaching of General Science (Physics, Chemistry & Biology)
Group-III	Teaching of Mathematics

Practice of Teaching

This component deals with development of skills and competencies required by an effective teacher. Practice of teaching is an essential Practical component of the Programme which the candidates have to attend for 28 working days. During the practice of teaching programme, the techniques of preparing lesson plans are discussed and practised by the pupil teachers under the supervision of the supervisors. Each candidate has to deliver 40 lessons during the practice of Teaching Programme and has to undertake internship related activities. Practice of teaching is organized within the territorial jurisdiction of the University of Jammu.

Personal Contact Programme

The Directorate of Distance Education organizes personal contact programme twice, during the academic session. Each contact programme is conducted for 25 working days. Attempt is made to cover the entire syllabus for each of the seven papers during the two personal contact programmes. **Each pupil teacher undergoing the PCP is required to obtain atleast 80% of attendance of the total lectures delivered in each paper** to be eligible to appear in the examination. The pupil teachers can discuss their difficulties and academic problems with the teachers during the PCP and with the faculty members of the Directorate of Distance Education. Personal contact programme of the candidates shall be conducted at Jammu only.

Internal Assessment

The components of internal assessment shall consist of one assignment and two tests in each paper. 20% of the total marks in each paper are reserved for internal assessment. A candidate shall have to obtain minimum of 36% marks separately in the internal assessment in each paper. Any Candidate who fails to submit the assignment and take the tests shall not be eligible to appear in the Examination.

The split of twenty marks is as under :-

(i) Two class tests and one written assignment of 5 marks each	15 marks
(ii) Attendance	5 Marks
	Total : 20 Marks

10. Eligibility to appear in University Examination

A student of the B.Ed. Course through distance education mode shall be eligible to appear in the theory and practice of teaching examinations, if he has;

- i) obtained 80% of attendance in the contact programmes; that the Director, Directorate of Distance Education shall have the authority to condone shortage upto 5 lectures in the concerned academic session, to the best advantage of the student.
- ii) undergone practice of teaching as mentioned at Statute 20 (iii) ;
- iii) submitted one written assignments in each paper;
- iv) taken tests in each paper.
- v) obtained 36% of the maximum marks allotted to internal assessment separately in each theory paper and 45% of the maximum marks allotted to internal assessment in practice of teaching

11. Declaration of Result And Award of Degree

The result of candidates enrolled in DDE for B.Ed. programme shall be declared by the office of Controller of Examinations and the degree shall be the same as awarded to the successful regular candidates of the colleges of education.

12. General Instructions

1. A candidate enrolled for the B.Ed. programme shall be required to
 - i) Attend 2 personal contact programmes of 25 days each, with not less than six hours per working day ;
 - ii) write 1 assignment in each paper;
 - iii) take two tests in each paper;
 - iv) undergo practice of teaching (internship) for four weeks.
2. Application form, incomplete in any respect, shall not be accepted and no correspondence will be entertained in this respect.
3. The admission granted to a candidate may be cancelled at any time in case it is found that the candidate has furnished incorrect Information or false documents, or has suppressed the facts.
4. A person, so long as he is a student of the B.Ed. programme, shall not be eligible to attend any other course of study (whole or part time) or to appear in any other examination either of the University of Jammu or any other University.

Provided that a candidate, who has been placed under compartment or has to re-appear in one paper/subject only or was scheduled to appear in the examination either as a regular or private candidate before the commencement of first contact programme of the B.Ed. course through Distance Education Mode but could not do so on account of delay in the conduct of normal examination of that course, shall be eligible to appear in that examination even after he has been admitted to the B.Ed. course through distance education mode.

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5. A candidate, who on account of compelling circumstances, fails to complete the prescribed components of the course during the year of enrolment, but has partially attended the course may be allowed by the Director, Directorate of Distance Education on payment of prescribed fee of Rs. 1000/- to complete the course in the subsequent academic session provided the B.Ed Course through distance education mode continues. Such a candidate shall complete the course within the maximum period of 5 years from the year of enrolment.
6. A candidate shall maintain good behaviour and conduct during the course of his enrolment for the B.Ed programme. Any candidate who indulges in misbehaviour or commits an act of misconduct or indiscipline or disrupts or tries to disrupt classes during the personal contact programme shall be dealt with the Regulations governing discipline of students of the teaching departments of the University.
7. The candidates undergoing the B.Ed programme shall have to appear in the B.Ed examination at the centres located at Jammu or at any other place within the territorial jurisdiction of the University of Jammu as may be decided by the Controller of Examinations. **No centre of examination (theory as well as practice of teaching) for the B.Ed course through distance education mode shall be constituted outside the territorial jurisdiction of the University of Jammu.**
8. The contact programme shall be conducted on such dates as may be notified by the Director, Directorate of Distance Education, from time to time preferably during vacations. The examination of the students of B.Ed. programme mode shall be conducted on such dates as may be decided by the Controller of Examinations.
9. **A candidate once enrolled in the course is not eligible for refund of fee under any circumstances.**
10. All legal disputes relating to the B.Ed. programme shall be subject to the jurisdiction of Jammu Courts only.